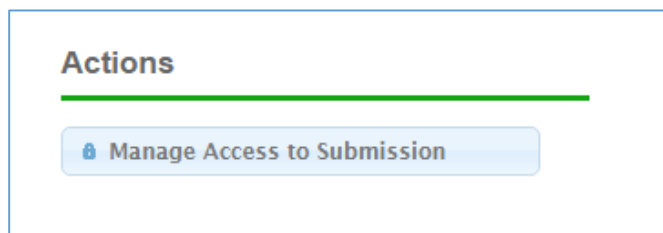


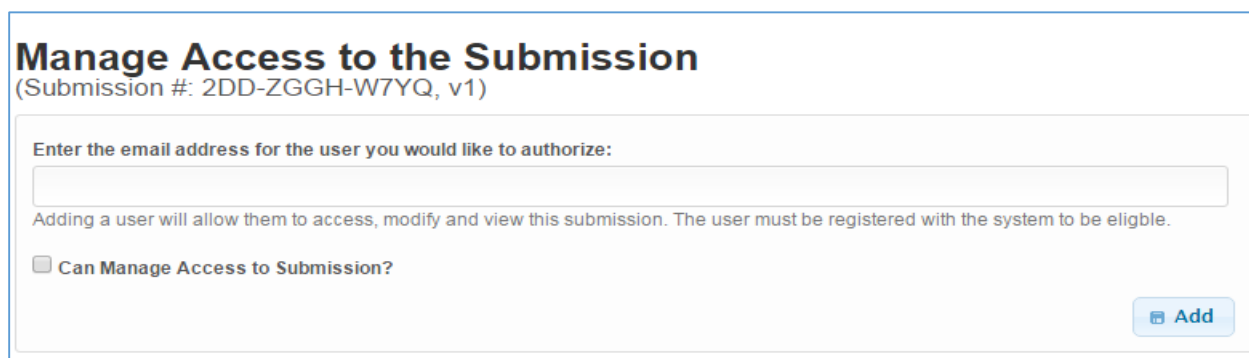
ANR Online – Sharing a Submission with the Applicant

Sharing Access to the Online Form

Some ANR Online forms will be completed by a contact person other than the Applicant, and then shared with the Applicant for review and submittal. This is accomplished by providing individuals with access to the form during the data entry phase. *Access to a form may only be given to those who already have an ANR Online account; if they have not already done so, the person with whom the application will be shared must go to the ANR Online website and register.*



Begin the sharing process by clicking on the 'Manage Access to Submission' button, found in the Actions section of the left-hand side of either the data entry screens or the form review screen. This will open a screen for email address entry.

A screenshot of a web form titled 'Manage Access to the Submission' with the subtitle '(Submission #: 2DD-ZGGH-W7YQ, v1)'. The form contains a text input field with the label 'Enter the email address for the user you would like to authorize:'. Below the field is a note: 'Adding a user will allow them to access, modify and view this submission. The user must be registered with the system to be eligible.' There is a checkbox labeled 'Can Manage Access to Submission?' and an 'Add' button with a plus icon.

Enter the Applicant's (or other person with whom the form will be shared) email address in the box provided. Checking the box which lets the new person manage access to the submission will allow them to also provide access to others; check this box only if the new user should be granted that authority. Click 'Add,' and a confirmation box will open, which includes the name of the person associated with the email address you entered. (If the email address is not in the system you will receive an error message to that effect.)

The system will send an email notifying the Applicant that the submission has been shared; the submission will be available to them through their History tab. This person will now be able to review the information entered (they will be required to visit each section of the form before certifying/submitting), and sign the certification by submitting the form. The software records the date and time of submittal, along with the username of the person who submitted.